

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 28, 2004

Regulation Package #0603-13

CDSS MANUAL LETTER NO. OPS-03-04

TO: HOLDERS OF THE OPERATIONS MANUAL, DIVISION 11

Regulation Package #0603-13**Effective 12/15/03****Section 11-406**

This manual letter has been posted on the Office of Regulations Development website at http://www.dss.cahwnet.gov/ord/Operations_619.htm.

These regulations have been corrected grammatically. Section 11-406(f)(1) has been separated from two sentences into three sentences for clarity.

These regulations were considered at the Department's public hearing held on September 17, 2003.

FILING INSTRUCTIONS

Revisions to all manuals are indicated by a vertical line in the left margin. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Operations Manual regulation changes was OPS-03-03.

Page(s)Replace(s)

174.4 and 174.5

Pages 174.4 and 174.5

Attachments

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11-406 DEFINITIONS - FORMS**11-406**

The following forms are incorporated by reference:

- (a) (Reserved)
- (b) (Reserved)
- (c) (Reserved)
- (d) (Reserved)
- (e) (Reserved)
- (f) (1) Financial Audit Report Transmittal, SR 8, (Rev. 4/03) – This form is used by a non-profit corporation to transmit the financial audit report to the Department. In addition, the form must be used by a non-profit corporation which submits a claim for the costs of a financial audit. The completed and signed form would provide the necessary certification that total federal revenue received from all sources for the corporation's most recent fiscal year was less than \$300,000.
- (2) Federal Revenue Certification, SR 9, (05/03) – This form is used by a non-profit corporation to certify that combined federal funds received from all sources for the corporation's most recent fiscal year was less than \$300,000.
- (g) (1) Group Home Program Cost Report (SR 3, Rev. 12/02) – This form is used by a non-profit corporation to report cost information of a specific group home program.
- (2) Group Home Program Days of Care Schedule (SR 5, Rev. 10/99) – This form is used by a non-profit corporation to report historical or projected monthly data on the occupancy and licensed capacity of a specific group home program.
- (3) Group Home Program Payroll and Fringe Benefit Report (SR 4, Rev. 12/02) – This form is used by a non-profit corporation to capture historical or projected monthly data on payroll and fringe benefit costs for a specific group home program.
- (4) Group Home Program Rate Application (SR 1, Rev. 1/00) – This is the form used by a non-profit corporation to apply for a group home program rate.
- (h) (Reserved)
- (i) (Reserved)
- (j) (Reserved)

11-406 DEFINITIONS – FORMS (Continued)**11-406**

- (k) (Reserved)
- (l) (Reserved)
- (m) (Reserved)
- (n) (Reserved)
- (o) (Reserved)
- (p) (1) Program Classification Report (SR 2, Rev. 6/99) – This form is used by a non-profit corporation to capture historical and projected monthly data, which is used to establish a rate classification level (RCL) for a specific group home program.
- (q) (Reserved)
- (r) (Reserved)
- (s) (Reserved)
- (t) (1) Total Program Cost Display (FCR 12FFA, Rev. 12/02) – This form is used by a non-profit Foster Family Agency corporations to collect cost information for a specific program.
- (u) (Reserved)
- (v) (Reserved)
- (w) (Reserved)
- (x) (Reserved)
- (y) (Reserved)
- (z) (Reserved)

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions. Reference: Sections 11466.21 and 15658, Welfare and Institutions Code.